

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Employee Injury/ Accidents		CHAPTER/SECTION NO.: 16.24, 16.25,16.26	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: N/A			

## 16.24 Definitions

- 16.24.1 Work Related Injury - Any employee injury or illness resulting on the job or directly related to an accident which occurred on the job.
- 16.24.2 Work Related Accident - Any accident involving an employee while the employee is on County time.
- 16.24.3 Significant Exposure - Contact of an employee's broken skin or mucous membrane (mouth or eyes) with an individual's blood or body fluids other than tears or perspiration; a needle stick, scalpel, or instrument wound that occurred in the process of interacting with an individual, or exposure to blood or other body fluids other than tear or perspiration or by any other method as defined by the Utah State Health Department.

## 16.25 Policy

- 16.25.1 Work related accidents resulting in injury or illness to an employee, no matter how slight, will be reported to the employee's supervisor as soon as possible. An injured employee should never leave the shift without reporting the incident.

## 16.26 Procedure

- 16.26.1 In the case of an accident, the following procedures should be followed by the employee

and the immediate supervisor.

- A. If required, the supervisor should see that proper medical treatment is provided to the injured employee and then secure the accident scene.
  - 1. The immediate or on-duty supervisor will determine the nature and seriousness of the injury or illness and notify the appropriate bureau commander, who will then notify the Sheriff as soon as practical.
- B. The supervisor will also follow the procedures in the Weber County Personnel Policies and Procedures Manual, Chapter 4 , for requiring drug and/or alcohol tests of involved employee(s).
- C. The supervisor will conduct an investigation of the accident or events leading to the injury. The supervisor will require the employee to provide a written or recorded description of the incident of injury or onset of illness. The findings should be documented and submitted to the Bureau Commander.
- D. Any injury on the job must be reported as soon as possible, by supervisors, to the Human Resource Department so assigned personnel can complete the Employer's First Report of Injury form.
  - 1. If there is no apparent injury but lingering pain or stiffness persists, an *Employer's First Report of Illness or Injury* form should be filed. Failure to do so may result in denial of subsequent claims by the employee concerning this accident.
  - 2. The employee will complete, if possible, all forms, statements, etc., that are required to document the injury or illness as directed by their supervisor. If an employee is unable to complete an

accident or *Employer's First Report of Injury or Illness* form and the employee portion of the *Supervisor's Report of Injury (SRI)* because of an injury sustained, the on-duty supervisor should complete the form(s) and submit it(them) for the injured employee. The employee will be expected to complete any follow-up forms as soon as he/she is able.

- E. The Bureau Commander will bring all accidents before the office Accident Review Board for necessary resolution. See also sections 16.28-30.
- F. Refer to Weber County Personnel Policies and Procedures Manual, Chapter 6, as it refers to Workers Compensation Policy and early return and return to work policies.